

PART 2021 - SPACE

Subpart A - Space Policies and Procedures

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PART 2021 - SPACE

Subpart A - Space Policies and Procedures

§2021.1 Scope.

This Instruction prescribes the policies pertaining to the acquisition and management of Farmers Home Administration (FmHA) field office space.

§2021.2 Responsibilities.

(a) The Administrator:

- (1) Approves requests to establish, close, or relocate State Offices as described in §2021.15 of this Instruction.
- (2) Approves requests to establish, close, reclassify, or relocate District, County, Suboffices, or part-time offices as described in §2021.20 of this Instruction.
- (3) May delegate authority to approve aforementioned requests to the Associate Administrator. This authority may not be redelegated.
- (4) Delegates leasing authority to the Deputy Administrator for Management who delegates to the Director, Property and Supply Management Staff (PSMS), who delegates to warranted personnel in the Space Management Branch (SMB) and State Offices.

(b) State Directors may authorize relocation of District, County, Suboffices, and part-time offices within the same town as described in §2021.20(a) of this Instruction. State Directors are responsible for ensuring space acquisitions are within the State's space cost containment plan.

§§2021.3 - 2021.4 [Reserved]

§2021.5 Definitions.

For the purpose of this Instruction, the following definitions apply:

Assistant Administrator for Procurement and Administrative Support (AAPAS). Refers to the National Office.

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Administrative Services
Space

Collocated office . Space housing two or more U.S. Department of Agriculture (USDA) Agencies which occupy contiguous space in a building or noncontiguous space in the same or adjacent buildings.

Consolidation . The combining of two or more locations of a single USDA Agency into one location.

County Administrative Committee (CAC) . A committee formed at each USDA Service Center to provide the technical and administrative direction necessary to assure effective operation of the Service Center. The CAC shall consist of a representative from each USDA entity participating in the USDA Service Center at the county level.

County Office . The headquarters for the supervision and administration of FmHA programs at the county level. It may consist geographically of a county, part(s) of a county or counties, several counties, or a combination of these areas. The County Supervisor is headquartered there and the office is operated on a full-time basis.

District Office . A District Office provides supervisory support to no more than nine County Offices (See §2021.10(b)). It is also the headquarters for the supervision and administration of FmHA programs assigned to the district level.

Food and Agriculture Council (FAC) . A council organized in each State, the Virgin Islands, and the Commonwealth of Puerto Rico to provide a USDA interagency forum at the State level. The FAC serves as the focal point to receive and disseminate to the field all communications concerning collocated operations within the State. It monitors and evaluates space acquisition and management programs and resolves interagency differences which cannot be resolved at the county level. In the event that differences are not resolved at the State level, the State FAC forwards the necessary documentation to the AAPAS of each affected Agency for further consideration prior to submission to the National Agriculture Field Facilities Committee (NAFFC). And finally, the State FAC shall secure through the National Agriculture Field Facilities Committee (NAFFC) . See Exhibit A of this Instruction.

Part-time office . A part-time office provides services to the public on an intermittent schedule but not less frequently than once a month. No FmHA or gratuitous personnel are housed at a part-time office. A member of the County Office staff maintains office hours there on a scheduled or intermittent basis. Desk space for a part-time office may be provided by another Agency.

Property and Supply Management Staff (PSMS) . Hereafter, refers to the Space Management Branch (SMB), St. Louis, Missouri.

§2021.5 (Con.)

Real Property Leasing Officer (RPLO) . An FmHA employee who conducts leasing activities on behalf of the Government. RPLOs are warranted to conduct these activities based upon their level of training as outlined in DR 5100-2.

Shared office . A collocated office at which two or more Agencies share one or more common resource, e.g., conference room, lunchroom, mailroom, and/or office equipment.

Special servicing unit . An office in which the entire office specializes in a particular loan type (Farmer Programs (FP) only, Single Family Housing (SFH) only), service, or a special servicing unit is established within an existing office (appraisal only, underwriting, servicing only, etc.).

State Administrative Committee (SAC) . A USDA subcommittee formed in some states and Puerto Rico for the purpose of handling administrative functions common to Departmental field offices. The SAC consists of the State head (or designee) of each USDA Agency or, if no State Office is located in the State, a representative of each USDA Agency shall also serve on the SAC if one or more field offices are located in the State. (Variations of SAC: Wisconsin - Office Service, Location, and Operations (OSLO)).

State Office . The headquarters for the supervision and administration of FmHA programs within a State or several States.

Suboffice . A Suboffice is subordinate to a County Office, operates on a full-time basis, and receives mail. One or more full-time employee(s) are headquartered in a Suboffice to service a County or area. (This type of office should not be confused with a part-time office.)

USDA Service Center . A USDA Service Center consists of several collocated USDA field offices under one roof using shared resources (i.e., personnel, copier, receptionist). The principal participating Agencies are Agriculture Stabilization and Conservation Service (ASCS), Soil Conservation Service (SCS), FmHA, and the Extension Service (ES). Other USDA Agencies in the community may also participate in the USDA Service Center.

§§2021.6 - 2021.9 [Reserved]

§2021.10 Policy.

It is FmHA's policy to provide adequate space to ensure effective operations while conducting FmHA business, and provide for the health, safety, and comfort of FmHA employees, clients, and neighbors.

(a) Establishment or termination of field offices . FmHA establishes and/or closes field offices based upon FmHA mission requirements. State Directors assess the need for field offices as conditions in the State change.

(b) District Office span of control . District Offices should supervise from seven to nine County Offices.

(c) Location of field offices . The following factors should be considered when establishing or relocating FmHA field offices:

- (1) Potential for collocation with other USDA Agencies.
- (2) The availability of federally-controlled space that accommodates the Agency's programmatic needs and provides easy accessibility for the Agency's clientele.
- (3) Geographic distribution of caseload and loan making activity.
- (4) Accessibility to service areas.
- (5) Proximity to trade areas frequented by FmHA borrowers.
- (6) District Offices are to be located in the central business area.
- (7) USDA policy is to locate County Offices in rural areas when feasible.
- (8) The need for economic development and redevelopment of areas consistent with State, County, and local programs and the impact the office's location will have on improving social and economic conditions in the area.
- (9) Availability of low and moderate income housing for employees.

(d) Collocation of field offices . Exhibit A of this Instruction contains the USDA policy regarding collocation. Where collocation does not appear feasible, the State Director must request an exception from the provision of this policy, from the Administrator through the Assistant Administrator for Procurement and Administrative Support, with a copy to the PSMS/SMB. Information concerning available existing space and estimated relocation costs for eligible employees must be included. Requests for exception which cannot be resolved by the National Office will be presented to the NAFFC for approval.

§2021.10 (Con.)

(e) Decollocation of field offices . When the State FAC believes that decollocation of a field office is necessary, the request and supporting data as specified in Exhibit A of this instruction, should be forwarded to the Assistant Administrator, Human Resources (AAHR) with a copy to the PSMS/SMB. The National Office shall review the request and seek alternative means to retain collocation. If the National Office concludes that decollocation is necessary, the documentation shall be forwarded to the NAFFC for approval.

(f) Long-term leasing . The USDA has been delegated firm term leasing authority by the General Services Administration (GSA) for up to 5 years. However, FmHA obtains, where appropriate and feasible, leases of up to 5 years, with a 120-day termination clause, for County and District Offices. In those locations where FmHA is the lead Agency, or office space is being obtained for a State Office, the market survey will dictate the lease term.

(g) Delegation of authority . Delegated leasing authority is offered to all State Offices. This authority is granted, by warrant to named individuals, upon completion of appropriate training. At least two individuals from each State shall be warranted.

(h) Space standards and allowances . See Exhibit B of this Instruction. In accordance with the GSA approved space standards and allowances for FmHA, requests for space should be developed to achieve the minimum practical cost-effective office space utilization rate.

(i) Accessibility and environmental . It is now required by law that all new leases and lease renewals be subject to the standard specifications for making buildings and facilities accessible to and useable by the physically handicapped (Uniform Federal Accessibility Standards, October 1984) and free from Radon (Section 309 of the Indoor Radon Abatement Act of 1988). Handicapped waivers are to be submitted to the PSMS/SMB for review and forwarding to the Office of Operations (OO).

(j) Acceptance of offers . Awards are made to the lessor offering the most advantageous space to the Government, cost and other factors considered.

§§2021.11 - 2021.14 [Reserved]

§2021.15 Authority to establish, close, or relocate State Offices .

Prior approval of the Administrator is required to establish, close or relocate a State Office. The appropriate State Director shall consider the following factors prior to recommending closing or relocating a State Office and shall forward the request to the National Office, AAHR, who shall initiate actions to obtain the required approvals. A copy should be sent to PSMS/SMB.

- (a) The location of the State headquarters of other Federal and State agricultural agencies or establishments having a direct relationship to the programs of FmHA.
- (b) Accessibility to those FmHA field offices within the jurisdiction of the State Office.
- (c) Availability of adequate and appropriate space.
- (d) Availability of adequate airline and public transportation services.
- (e) Suitable housing and community facilities for employees.
- (f) Justification for relocation.
- (g) Congressional contacts, including names, titles, telephone numbers, Congressional District, and if concurrence was received.
- (h) Current and proposed staffing, including full-time, part-time, temporary positions and whether this proposal will involve a reduction in force.
- (i) Estimated relocation costs, including availability from current funds or if additional funds are being requested.

§§2021.16 - 2021.19 [Reserved]

§2021.20 Authority to establish, close, reclassify, and relocate District, County, part-time offices, and Suboffices .

- (a) State Directors are authorized to relocate offices within the same town provided that collocated offices will not be decollocated. However, prior approval from the Administrator is required to establish more than one County Office within the same county.
- (b) State Directors must request approval from the Administrator to establish, close, or relocate a field office to another town or Congressional District (this includes part-time offices), or reduce a field office to less than full-time, full-service status.

§2021.20 (Con.)

(c) Proposals requiring the Administrator's approval should be sent to the Administrator, Attention: AAHR with a copy to the PSMS/SMB.

Proposals should include:

- (1) Congressional contacts, including names, titles, date and telephone numbers of State Office and Congressional staff involved in contact and if concurrence was received.
- (2) A statement signed by the State Director verifying that employees of the affected offices and the District Director(s) of the affected County Offices were informed of the tentative plans. The statement should also indicate that the employees were informed that these tentative plans are pending National Office review and approval.
- (3) Description of the proposed change(s).
- (4) The reason for the change(s).
- (5) The distance(s) between affected offices (driving miles and driving time).
- (6) The loan, grant, and servicing caseload (itemized by program) of the office(s) or area(s) involved. (Revised 08-20-97, PN 280.)
- (7) The current and proposed staffing of the office(s) involved.
- (8) A letter-sized map showing the area involved. Show current and proposed location of affected offices and present and proposed County or District Office boundaries.
- (9) The collocation status of the office(s) involved and documentation of the efforts to collocate.
- (10) A reduction-in-force (RIF) plan must be provided if RIF actions are required to make the change. (Revised 06-26-96, PN 263.)
- (11) An estimate of employee relocation costs, if any.
- (12) An estimate of office relocation or startup costs and an estimate of savings, if any, including availability of current funds or if additional funds are being requested.

(d) An RPLO shall conduct all leasing and contracting activities for Rural Development and/or should be notified if another Agency is acting as lead Agency for a lease or contract action in which an Rural Development office will be involved.

(e) A State Director may decide not to implement an approved change in field office status or location if he/she becomes aware of additional information that substantially affects the rationale for the change. The RPLO must be notified by telephone as soon as possible subsequent to this decision so that space negotiations may be terminated. Send written notification to the AAPAS so that changes to the National Office postage meter contracts may be halted.

§§2021.21 - 2021.24 [Reserved]

§2021.25 Realignment of counties and districts . (Revised 06-26-96, PN 263.)

(a) Prior approval of the Administrator is not required for the transfer of a county or counties from the jurisdiction of one County or District Office to another unless the transfer will require the use of RIF procedures, or the transfer will result in a District Office span of control that is less than seven or more than nine County Offices. Requests for exemptions from the span of control limitation should contain the information listed in §2021.20(c) of this Instruction.

(b) The Quality Assurance Branch, Quality Control Section (QAB/QCS), St. Louis, must be notified by submission of Form RD 2021-6, "RD Field Office Mail Change," in order to facilitate mail service and/or proper alignment of reports.

§2021.26 Field office personnel changes .

(a) The PSMS/SMB will issue a directory list of State, District, and County Office personnel to all State Offices. The directory list will include the name of the State Director, District Directors, and County Supervisors, office hours, office address (name of building or street and number, and post office box), the zip code and telephone number including area code.

§ 2021.26 (Con.)

(b) Changes to the directory list will be made by information obtained from the Foundation Information for Real Property Management (FIRM) system and in accordance with § 2021.35(b) of this Instruction. The revised listing will be issued from PSMS/SMB. All inquiries for a revised listing will be made to PSMS/SMB at 314-539-2413.

§§ 2021.27 - 2021.29 [Reserved]

§ 2021.30 State map showing office locations, and county and district boundaries.

A current letter-sized map showing office locations and county and district boundaries must be filed with PSMS/SMB each time an organizational change is made that makes the previously filed map obsolete. The map should be a simple black and white document that will copy cleanly. Use an "*" to indicate the State Office, a "[]" to indicate a District Office, a "." to indicate a County Office and a "o" to indicate a Suboffice. District boundaries should be shown with bold black lines. Put the proposed effective date on the map and forward the map to PSMS/SMB within 30 days of the effective date of the organization change.

§§ 2021.31 - 2021.34 [Reserved]

§ 2021.35 Responsibilities.

(a) PSMS/SMB. The PSMS/SMB develops and provides real property policy guidance and provides assistance and training to those States with delegated leasing authority. PSMS/SMB also provides acquisition and management support for all State Office space. PSMS/SMB personnel perform program management reviews and functional assistance visits to those States with leasing authority and participates with the National Office in conducting Management Control Reviews. PSMS/SMB also maintains the automated SRC and the FIRM systems which are used to provide information, data, and reports to the National Office, the OO, and the GSA and will be the focal point for the field office personnel list. (Revised 03-10-99, PN 302.)

(b) State Offices. State Directors shall ensure that County and District Offices are properly located and classified in accordance with the criteria prescribed in this Instruction. State Directors will participate in the FAC for each State within their jurisdictions. State Offices must update the automated SRC system maintained in PSMS/SMB by submitting any corrections/revisions within 5 working days after the change has occurred and also update the FIRM system. State Directors or his/her delegate shall notify the QAB/QCS of all mail changes by submitting Form RD 2021-6.

- (1) State Directors shall ensure that employees of offices which are scheduled to undergo a major change are informed of the tentative plans as soon as practical after appropriate Congressional contacts have been made. As appropriate, any information provided to employees must state that such tentative office changes are subject to National Office review and approval, and employees will be afforded all appropriate rights, benefits, and considerations due under Office of Personnel Management regulations, if the change is approved.
- (2) State Directors shall ensure that space standards as prescribed in Exhibit B of this Instruction are adhered to. State Directors shall ensure that all space requisitions and related services remain within the leasing budget that has been appropriated.
- (3) State Directors are also authorized to:
 - (i) Execute memorandums of agreement for reimbursement for office space and related services when another USDA Agency is providing the space or services.
 - (ii) Sign GSA Form 2957, "Reimbursable Work Authorization," for minor repairs and alterations in State Offices within an annual allowance of \$1,000. See the Leasing Handbook for guidance in preparation of the GSA Form 2957.
- (c) District Offices. As the need arises, District Directors will review the offices in their districts to determine that they are properly located and classified and will make recommendations to the State Director for changes which will improve the delivery of Agency services and optimize the use of Government resources.
- (d) County Offices. County Supervisors will coordinate with their counterparts in other local USDA Agencies and shall make recommendations to the District Director to assure efficient and effective operation of Agency programs. In noncollocated facilities, the County Supervisor should recommend potential collocation opportunities as they become available.
- (e) All offices. It is the responsibility of all field offices to see that the office space occupied is in accordance with all applicable policies, procedures, and standards. The following areas are part of this responsibility:

§2021.35 (e) (Con.)

(1) Safety.

(i) Reasonable precautions must be taken to prevent accidents and fires. Office premises must be kept clean and in good repair. Periodic inspections will be made with particular attention to the placement of furniture and equipment, including electrical cords, to ensure unobstructed access to all portions of the office without electrical hazard. Electrical appliances such as coffee pots, heaters, etc., must be properly installed to eliminate fire hazard. Such appliances will not be installed in Federal buildings unless approved by the GSA buildings manager.

(ii) The procedures for reporting accidents resulting in personal injury or property damage arising from FmHA operations are prescribed in RD Instruction 2042-B.

(2) Fires and other disasters.

(i) Fire extinguishers . The lessor should meet all applicable local fire ordinances and should generally furnish a minimum of one fire extinguisher in space occupied by the Government. Twenty pounds of chemical class A:B:C extinguisher is required.

(ii) Reporting fires . Each employee should be familiar with the proper method for reporting a fire in the building in which the office is located. A fire should be immediately reported to the fire department upon discovery. A call should then be made to the building custodian or manager. The telephone number of the fire department and/or building custodian should be posted on the telephones.

(iii) Report of damage from fires or other disasters . If a fire, flood, storm, or other disaster damages FmHA records or equipment, or necessitates relocation of an office, the office supervisor should promptly report the matter by telephone to the State Office with an explanation as to the extent of the damages and the action needed to continue office operations.

(3) The County Supervisor or District Director will confirm the report to the State Office in memorandum form, providing the following information:

- (i) Date fire or disaster occurred,
 - (ii) Building or property involved,
 - (iii) Approximate damage to building or property,
 - (iv) If fire, point of origin and probable cause, and description of fire safety equipment on premises,
 - (v) Other pertinent facts, and
 - (vi) An explanation of the extent of damages to official records.
- (4) The State Director will provide a copy of the report to PSMS/SMB.
- (5) Thefts, unauthorized entry, and other unlawful acts on Government-owned or occupied premises.
- (i) The office supervisor will report promptly to the appropriate authorities as listed in this section, violations of Federal or local law involving thefts or willful damage to Government or private property, assaults, etc.
 - (A) Offenses occurring in buildings (or on grounds) operated by the GSA will be reported to the GSA guard or to the building manager if there is no guard assigned to the premises. Required forms may be obtained from the GSA guard or building manager, as appropriate. If GSA personnel are not available and the offense requires immediate investigation, the local police will be notified and GSA personnel will be advised when available.
 - (B) Offenses occurring in buildings (or on grounds) not operated by GSA will be reported as outlined in this paragraph:
 - (1) Theft of, or willful damage to Government property will be reported promptly to the nearest Federal Bureau of Investigation (FBI) office and the local police.
 - (2) Offenses which do not involve Government property will be reported promptly to the local police.

§2021.35 (e)(5)(i)(B) (Con.)

(3) Incidents involving both Government property and other property or offenses will be reported promptly to both the FBI and the local police.

(ii) When offenses are reported by County or District Office personnel to either the FBI or local police, a telephone report will be made to the State Office followed by written confirmation. The State Office shall report such offenses by telephone followed by written confirmation to the Regional Office of the Office of the Inspector General (OIG). Reports to the OIG are not required unless the property (Government or private) stolen or unwillingly damaged, exceeds \$100 in value or unless the incident appears to indicate a pattern of continuing thefts.

(iii) The office supervisor shall provide a copy of the report to the State Office and a copy to PSMS/SMB. This report shall state the date, time, and manner of the unauthorized entry, whether FmHA records are missing, and any loss or damage to FmHA equipment (see RD Instruction 2024-H, §2024.360). The report will include verification by the office supervisor regarding whether any funds, unused receipts, or borrower's case files are missing.

(6) Procedures for the rental of conference rooms for meetings.

(i) Most motels will provide their conference rooms at no cost if a "block" of rooms are reserved for overnight lodging of meeting participants. If the motel does want to charge for the conference facilities, alternate locations should be considered if negotiations to eliminate the charge are unsuccessful.

(ii) There will normally be a charge for meeting rooms in those cases where overnight lodging is not required. We would expect to pay a reasonable rental for the facilities, since there is no other income accruing to the motel. However, even in these instances, motels will often provide free conference facilities if sufficient attendees will be dining at the motel. The following procedures shall be observed when making meeting arrangements:

(A) The State Director or Administrative Programs Chief shall be authorized to make the arrangements for the conference facility.

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(B) Procurement of meeting rooms should be done through small purchase procedures, if applicable. Refer to RD Instruction 2024-A.

(C) Reducing rates for lodging by charging for what would have been free or lower cost meeting rooms is prohibited.

(7) Vending machines and services will not be installed or occupy space under the control of FmHA without prior clearance of the State Director and the RPLO. Requests for the installation of vending services will be routed to the RPLO for instructions and consideration, subject to the requirements of GSA, United States Postal Service, lessors, and space donor, as applicable. Use of corridors and other space not under FmHA control for vending machine installation is a matter between the lessor and the vendor.

§§2021.36 - 2021.39 [Reserved]

§2021.40 Announcements .

The State Director shall contact appropriate local and/ or other interested parties in order to explain any major changes in programs or coverage when changes to open, close, reclassify, or relocate offices from one town to another has been approved.

§§2021.41 - 2021.50 [Reserved]

Attachments: Exhibits A and B.

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Exhibit A not automated - See Manual.

SPACE STANDARDS - STATE, DISTRICT, AND COUNTY OFFICES
(OTHER THAN SERVICE CENTERS)

Farmers Home Administration (FmHA) offices shall maintain a utilization rate of 125 square feet per person, plus supplemental space. See paragraph II of this exhibit for reference to County and Districts supplemental space factors. State Offices shall maintain 135 square feet per person. Conference rooms, automated data processing areas, and certain reception areas, mailroom and supply rooms in the State Offices can be exempted from the utilization rate. Additionally, 500 square feet may be deducted from the State Office space to accommodate a training area.

I. State Offices

A. Private Offices and Other Ceiling-High Partitioned Areas : The State Director will determine who is entitled to private offices within their own office space. Where a conference/training room is included in the FmHA space assignment, that area will usually require ceiling-high partitions. Ceiling-high partitions may also be included to provide sound and visual barriers for duplicating and supply storage areas. Additional ceiling-high partitions will not be installed unless it is impractical, due to the physical characteristics of the building, to implement open space office excellence concepts.

B. Office Excellence :

1. The office excellence space design concept will be implemented in State Offices whenever feasible and practical. Generally, this concept will be followed when an office is relocated to new space or where major realignment of present space requires relocation of ceiling-high partitions.

2. Under office excellence, emphasis is given to open planning through use of free-standing screens in lieu of fixed partitions, a less formalized arrangement of furniture and increased attention to color schemes. The use of carpeting and drapes is authorized to complete the color treatment and to obtain desired acoustical qualities.

C. Remodeling and Alterations in Existing Space : Whenever realignment of State Office space requires relocation of ceiling-high partitions in program and administrative areas, other than conference/training, duplicating, and supply storage rooms, the changes will be considered as major alterations. In such cases, proposals shall be submitted to PSMS/SMB for review and determination of feasibility for office excellence.

D. Carpeting: All floors in office space should be covered with a suitable flame-retardant carpeting with the possible exception of the mail, duplicating, and supply storage rooms. Application of carpeting in GSA-controlled space is subject to GSA guidelines.

E. Staffing: FmHA policy is to provide work station space only for present on-board personnel and budgeted vacancies. To comply with State Office policy, the following information must be provided to the PSMS/SMB for use in preparing space request submissions to GSA:

1. Name, title, and grade of all personnel housed in the State Offices,
2. Title and grade of vacant, previously established positions;
3. Title and grade of newly established positions for which recruitment has been initiated and it is anticipated that new personnel will be on board within 90 days;
4. Title and grade of other planned positions and scheduled for filling;
5. Name and title of Cooperative Education Training Act (CETA) personnel and length of proposed assignment to, and
6. Other CETA personnel to be on board within 30 days.

II. District and County Offices

A. County and District Offices are required to maintain a utilization rate of 125 square feet per person plus supplemental space. If there is more than eight employees in an office, an additional 125 square feet of space should be included for each additional employee.

If a District and County Office are located in the same building in contiguous space, the supplemental space allocation will be based on total employee population for both offices.

B. Part-time office: A part-time office will be allowed a maximum of 135 square feet per person.

III. Parking

A. Parking spaces are provided for Government-owned or leased vehicles.

B. Parking spaces are provided for privately-owned vehicles when the employee uses the vehicle for official business 12 or more working days a month. This does not mean daily driving to and from work.

FARMERS HOME ADMINISTRATION COUNTY/DISTRICT OFFICE SPACE ALLOWANCE

| | Number of Employees | | | | | | |
|---|---------------------|-----|-----|-----|------|------|------|
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| County Supervisor/ District Director 150 square feet | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Asst. County Supervisor Asst. District Director 125 square feet | | 1 | 1 | 1 | 2 | 2 | 3 |
| Technical 100 square feet | 1 | 1 | 1 | 1 | 1 | 2 | 2 |
| Clerical | | | 1 | 2 | 2 | 2 | 2 |
| Primary Office Subtotal square feet | 250 | 375 | 455 | 535 | 660 | 760 | 885 |
| Reception/Storage | 175 | 200 | 275 | 275 | 300 | 325 | 325 |
| MFWS | 120 | 120 | 120 | 180 | 180 | 180 | 180 |
| GRAND TOTAL | 545 | 695 | 850 | 990 | 1140 | 1265 | 1390 |
| Utilization Rate Based on Primary Office Space | 125 | 125 | 114 | 107 | 110 | 109 | 111 |

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